



REGISTRATION INSTRUCTIONS

1. Go to the INSPECT home page (www.in.gov/inspect) and click the INSPECT logo "Click Here to Login to the WebCenter".
2. Select "Register" on the WebCenter Login screen.
3. Complete the online application.
 - a. Please complete every field. Any omitted information can delay the processing of your registration.
 - b. Please provide a secure, *private* email address when registering.
 - c. It is against INSPECT's security policy to email a user's confidential login information to an office-wide or third party email address.
4. Print and sign your Registration Form and have the form notarized*.
**Notaries are available at most banking institutions.*
5. For Law Enforcement users, a Letter of Intent** signed by your supervisor on department letterhead must also be submitted. A law enforcement registration is not complete until **both** the Letter of Intent and the notarized Registration Form are received by INSPECT.
***A sample letter of intent can be found at www.in.gov/inspect by clicking on the Law Enforcement tab.*
6. Mail the notarized Registration Form to the INSPECT program at 402 W. Washington Street Room, W072, Indianapolis, IN 46204.
7. If the notary seal is a stamp and visible over fax or email transmission, you may fax the notarized Registration Form to 317-233-4236 or email it as an attachment to inspect@pla.in.gov.
8. Look for login information at the email address provided on your Registration Form, which will be sent to you once INSPECT processes your application.
9. Login to the INSPECT WebCenter by going to our home page (www.in.gov/inspect) and clicking the INSPECT logo, which says "Click Here to Login to the WebCenter".

Processing usually takes 2-3 business days. Please note that submission of the online registration does not mean your application is complete. To process and approve the application, your notarized form must be submitted to the INSPECT office (and the Letter of Intent, if you are a law enforcement applicant). Please do not submit multiple online registrations.

Proper Use of INSPECT

As a reminder, practitioners may only obtain information from INSPECT to provide treatment or evaluate the need for treatment to a patient. This includes patients who have made appointments for an initial office visit or persons who have presented a prescription to a pharmacist. Practitioners may not request a report on office/pharmacy staff, prospective employees, or anyone else for whom there is no medical chart/record available on-site for review at the practitioner's office/pharmacy location. Law Enforcement users must have an open, active investigation with a case number in order to obtain information from INSPECT. INSPECT usage policies and guidelines are available for review at www.in.gov/inspect.

INSPECT Users & Non-users: Ensure your email and mailing addresses are current with INSPECT staff (inspect@pla.in.gov) and the Medical Licensing Board ((317) 234-2060), Board of Pharmacy ((317) 234-2067), or Nursing Board ((317) 234-2043).